

Nomination Form for a Plain Language Award
Eligibility: NIH *final* products created January 1, 2003 and after
that adhere to plain language principles

Instructions for submitting product (Receipt Deadline – September 17, 2004)

- **Attach 25 copies of the product in hard-copy (If “before” and “after” versions are available, please provide both versions clearly marked.)**
- **Include primary form of the product, e.g., brochure, CD Rom, or diskette.
Indicate Web address if the product is on the Web.
(http://_____)**
- **Submit to: NIH Executive Secretariat, Building 1, Room B1-42**

Nomination Form for a Plain Language Award
DEADLINE IS SEPTEMBER 17, 2004

Eligibility: NIH *final* products created January 1, 2003 and after that adhere to plain language principles. Limited to 3 (three) entries per author.

For NIH Plain Language Guidelines: www1.od.nih.gov/execsec/guidelines.htm

1. Product Title: _____

2. Type: ☐ Report ☐ Poster ☐ Brochure ☐ Manual ☐ Correspondence ☐ Print Instructions/Forms
☐ Exhibit ☐ Videotape/Film ☐ Website url: _____ ☐ Other: _____

3. Submitted by: _____
Printed Name Date IC or OD Office

4. Target Audience(s):

Think carefully, we will evaluate your product by how well it meets the needs of the target audience(s) you identify

☐ Public ☐ NIH/Government ☐ Scientific/Technical ☐ Congress
☐ Administrative/Legal ☐ Other: _____

5. Has the product been audience tested? ☐ No ☐ Yes
(If yes, provide documentation, e.g., focus group report)

Date(s) _____ Type of Testing _____

6. Has the product been revised from an earlier version? ☐ No ☐ Yes
(If yes, please provide both versions.)

7. Author(s): Please list all of the individuals who should receive recognition if this product is selected for an award

Name(s) / Group(s)	Professional Degree(s)	IC/OD	E-mail/Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. What plain language elements does the product contain? (Please review the NIH Guidelines on Plain Language at: <http://execsec.od.nih.gov/plainlang/guidelines/index.html>)

9. Summary of the product and how it meets the needs of its identified target audience(s).
(2-3 sentences for the Award program booklet, if selected as a winner):